

AREA	DIVISION	NUMBER
San Jose	Golden Gate	340
EVALUATED BY		DATE
M. Dawson, Sergeant		08/24/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW	DATE
BY _____		EVALUATED	ACTION REQUIRED
			CORRECTED

1. HEADQUARTERS STATISTICAL REPORTS

- a. Do supervisors utilize MIS and SWITRS reports? ☒ Yes ☐ No
- b. Are statistical reports reviewed as necessary by supervisors? ☒ Yes ☐ No
- (1) How is the information disseminated and filed for future use? In Sergeant files and field folders (Matrix 8)

- c. Are reports available for interested employees? *POST PROGRAM 105* ☒ Yes ☐ No

2. LOCAL DATA

- a. Are local statistics collected and data developed for Area operational needs? ☒ Yes ☐ No
- (1) Are PCs utilized to record and store data? ☒ Yes ☐ No
- b. How is data analyzed and presented to field personnel? Trends are discussed and used to determine deployment strategies. CLEC Binder
- (1) Are visual aids used? ☒ Yes ☐ No

3. COLLISION REDUCTION

- a. Does Area have written collision reduction plans? ☒ Yes ☐ No
- (1) Are goals and objectives realistic and understandable? ☒ Yes ☐ No
- (a) Are plans flexible and complete? ☒ Yes ☐ No
- (2) Have the plans been successful? ☒ Yes ☐ No
- (a) Has emphasis been placed in the correct areas? ☒ Yes ☐ No
- (b) Is the Area commander familiar with results? ☒ Yes ☐ No
- (c) Are supervisors familiar with Area plans and goals? ☒ Yes ☐ No
- (d) Is progress towards goals discussed with all Area personnel? ☒ Yes ☐ No

1 Who has been involved in the development of collision reduction plans? All Officers

- b. Has an effective deployment plan been established and is it followed? ☒ Yes ☐ No

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(1) Is deployment proportional to collision and congestion problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are officers' personal needs considered?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are special events properly covered?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are lieutenants and sergeants deployed based on needs of the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the vacation schedule follow departmental policy and address the needs of the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) What process is used when changes to the master vacation schedule are made?	All officers are made aware of openings and seniority prevails.	
(b) Are special duty officers scheduled separately?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1 Who replaces vacationing special duty officers?	Read Officers and Special Duty	
2 Are motorcycle officers scheduled separately?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4. ENFORCEMENT	EVALUATED	ACTION REQUIRED
a. Does enforcement activity address collision reduction and compliance with the law?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are statistics from collisions used to properly guide enforcement activity?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do CHP 215s, 281s, 267s, and 202Ds compare with activity listed on the CHP 415 and CHP 100?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do supervisors use matrix reports to audit enforcement activity?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. SERVICES	EVALUATED	ACTION REQUIRED
a. Do Area personnel recognize the importance of their role in providing motorist and public services?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the commander properly emphasize the importance of service as outlined in GO 100.45?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are field personnel aware of beats having heavy service requirements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do services rendered reflect good beat accountability?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Has Area established procedures for persons in need of assistance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Do CHP 415s indicate services are provided to disabled motorists?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are vehicles stored if left on the freeway over four hours?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are CHP 422s used in accordance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Are all uniformed employees annually trained on GO 100.6, Special Relationships?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do employees complete the CHP 268 for incidents in which potential liability may be incurred?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6. BEATS	EVALUATED	ACTION REQUIRED
a. Does Area comply with GO 100.64, Beat Descriptions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are beats organized in compliance with current policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Can collision causes and locations be effectively isolated and addressed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there effective communication between officers and supervisors relating to problems on various beats?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) What methods are used to identify high collision locations on beats? Verbal discussions / AI Reports and stats

b. Are beat descriptions current? ☒ Yes ☐ No

(1) Are revisions made in accordance with time limitations listed in GO 100.64, Beat Descriptions? ☒ Yes ☐ No

(2) Are beat guides, or similar devices, provided for officers to use in the field? ☒ Yes ☐ No

(3) Are supervisors familiar with the beat structure? ☒ Yes ☐ No

c. Are beat instructions current? ☒ Yes ☐ No

(1) Are the following identified:

(a) Principle landmark locations? ☒ Yes ☐ No

(b) Seasonal fluctuations in traffic flow? ☒ Yes ☐ No

(c) High frequency collisions locations? ☒ Yes ☐ No

(d) Primary collision factors? ☒ Yes ☐ No

(e) Hazardous areas? ☒ Yes ☐ No

(f) Recommended patrol procedures? ☒ Yes ☐ No

7. POST-ARREST PROCEDURES

EVALUATED

ACTION REQUIRED

CORRECTED

a. Is prosecution sought whenever possible? ☒ Yes ☐ No

(1) Do collision investigations adequately support prosecution? ☒ Yes ☐ No

(2) What is the percentage of arrests resulting from collision investigation? ~~100%~~

(3) Are felony hit-and-run collisions adequately investigated? ☒ Yes ☐ No

(a) Is information in the reports sufficient to result in the identification of the suspects and issuance of a criminal complaint? ☒ Yes ☐ No

b. Are owner's responsibility citations reviewed by supervisors to ensure the use of approved procedures? ~~Yes~~ ☒ Yes ☐ No

c. Are officers competent in the use of chemical testing equipment, and are their forensic alcohol training records current? ☒ Yes ☐ No

(1) Is there a system in place to monitor chemical test results in order to determine if additional training is needed? ☒ Yes ☐ No

(2) Do arrest reports contain necessary documentation to support successful prosecution? ☒ Yes ☐ No

(a) Do sergeants and officers know when to notify the district attorney during an investigation? ☒ Yes ☐ No

(3) When are a juvenile's parents notified during an arrest situation? Upon arrest

(a) Who is responsible for the notification? Field Officers via dispatch

(4) Are officers familiar with citizen's arrest procedure/policy? ~~Yes~~ ☒ Yes ☐ No

(5) Do all officers know how to operate PAS devices? ☒ Yes ☐ No

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(a) What system is used to monitor the security, accountability, and calibration of PAS devices? PAS coordinator is monitored by the Admin. Sergeant / The PAS security and accountability is accomplished by sign in / out sheets and locked shift cabinets.

d. Who reviews reports before submission to the district attorney's office? Sergeants and or Managers

(1) What records are maintained on the number of arrests resulting in the successful filing of a criminal complaint? Court officer maintains a filing list.

(2) Do the figures indicate a problem? ☐ Yes ☒ No

(3) Does the court officer have a good rapport with the district attorney's office? ☒ Yes ☐ No

(4) Does the Area commander have a good relationship with the district attorney? ☒ Yes ☐ No

(5) Is there adequate monitoring of the disposition of criminal cases? ☒ Yes ☐ No

e. Does a review of dismissal requests indicate an apparent problem? ☐ Yes ☒ No

8. RADAR SPEED ENFORCEMENT

EVALUATED ACTION REQUIRED CORRECTED

a. Does Area follow the procedures in HPM 100.4, Radar Speed Enforcement Manual, in regards to radar speed enforcement? ☒ Yes ☐ No

b. Does the Radar Coordinator understand his/her duties and responsibilities as outlined in HPM 100.4, and is the Area in compliance with program requirements? ☒ Yes ☐ No

(1) Has all service been performed according to manufacturer's specifications? ☒ Yes ☐ No

(2) Have speedometers in patrol vehicles used for radar speed enforcement been calibrated by certified radar units other than those used for speed enforcement? ☒ Yes ☐ No

(3) Is internal calibration completed according to guidelines in HPM 100.4? ☒ Yes ☐ No

(a) Are officers recertified annually? ☒ Yes ☐ No

(4) Have radar coordinators received specialized training and is their training listed on ETRS? ☒ Yes ☐ No

(5) Are traffic and engineering surveys updated every five years? ☒ Yes ☐ No

(6) Does Area periodically check to ensure "Speed Checked by Radar" signs are in place where required? ☒ Yes ☐ No

c. Has an audit of the radar program been conducted at intervals of no longer than 24 months? ☒ Yes ☐ No

d. Are self-evaluations of the Area's radar program accomplished? ☒ Yes ☐ No

9. DRIVING UNDER THE INFLUENCE ENFORCEMENT PROGRAMS

EVALUATED ACTION REQUIRED CORRECTED

a. Policies and Procedures

(1) Does Area personnel utilize approved FSTs? ☒ Yes ☐ No

(2) Does Area utilize additional FSTs at the request of the local district attorney? ☐ Yes ☒ No

(3) Do officers utilize CHP 202C, Influence Evaluation (Rolling Log)? ☐ Yes ☒ No

b. Are officers familiar with related codes relative to drug influence? ☒ Yes ☐ No

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c. Arrest Policies and Procedures

(1) Are CHP 202s complete and comprehensive?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are CHP 202s reviewed and initialed by a supervisor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are CHP 735s, Incident Response Reimbursement Statement, completed according to policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are 735s completed and processed within 60 days of the conviction date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are 735s accurate, and supported by the times recorded on the officer's CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Does Area have an SOP on Hospital Release of In-Custody Arrestees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area utilize the cite and release program?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are Area personnel familiar with the 0.04 BAC law relative to commercial drivers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are Area personnel familiar with the 24-hour commercial tie-up requirements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Are officers familiar with requirements of the zero BAC tolerance for drivers under the age of 21?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does Area maintain a file for Administrative Per Se (DS 367) for zero tolerance violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are officers familiar with the CHP 415 reporting of zero BAC tolerance violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(9) Are Area officers familiar with requirements in enforcing laws relative to drivers under 21 with a 0.05 BAC or greater?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(10) Does Area have a policy for enforcing laws relative to individuals with three prior DUIs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area have policy for retention and preservation of blood and urine samples?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Does Area utilize the Non-Consensual Chemical Testing (NCT) Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does Area participate in the enhanced NCT Program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
e. Does Area have established local policy to ensure Administrative Per Se documentation is submitted to DMV within five business days of an arrest?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Does Area have an SOP on the use of PAS devices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does Area ensure the maximum number are deployed on each shift?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who is the Area PAS coordinator?		
(3) Does the PAS coordinator maintain the records for use and calibration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are PAS devices calibrated every 10 days or 150 tests, whichever occurs first?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area maintain records to ensure accountability for each device?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the Area operate sobriety checkpoints?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If so, does Area have a written plan for each location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are operational plans retained for two years, plus current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does Area conduct checkpoints with other agencies?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is a supervisor assigned to each checkpoint?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are PAS devices available at checkpoints?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(6) Is chemical testing available at the sobriety checkpoint location?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Is the media notified 48 hours in advance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Are CHP 205s, Sobriety Checkpoint Activity Report, submitted to Division and the Research and Planning Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Does Area participate in the DUI Reporter's Reward Program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

10. OTHER SPECIAL ENFORCEMENT PROGRAMS	EVALUATED	ACTION REQUIRED	CORRECTED
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a. Is there an airplane speed enforcement program operating within the Area?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, what is the extent of Area's involvement?		
(2) How are personnel selected?		
(3) Is training provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Does the program have the support of the local district attorney and judges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is media reaction favorable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area operate DUI checkpoints?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does Area have a written plan?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are checkpoints solely with CHP personnel, or do other agencies participate? Solely CHP		
(3) Does Area follow guidelines in HPM 70.4, Driving Under the Influence Enforcement Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is breath or chemical testing available at the checkpoint?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Is the media notified 48 hours in advance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has media reaction been favorable?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Does Area have personnel assigned to the Special Enforcement Unit (SEU)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What is the current mission of the unit? The SEU is a four officer unit with one sergeant assigned. Their function is primarily PCF enforcement and directed enforcement in areas deemed to be "problem areas".		
(2) How are members selected? Quarterly sign ups and rotation.		
(3) Who supervises the unit? A sergeant		
(4) Is the unit effective?		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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d. Does the Area have overtime enforcement programs?

☒ Yes ☐ No

(1) If so, what are they? Several grant programs on SR-17 as well as Area freeways.

(2) Is assignment of officers consistent with the terms of the Unit 5 contract?

☐ Yes ☒ No

e. Are Reimbursable Services Contracts properly initiated and monitored?

☒ Yes ☐ No

(1) Do overtime costs stay within the amount stipulated by the contract?

☒ Yes ☐ No

The Area overtime program administration is not done in a manner consistent with the MOU. There are two separate lists, neither of which is posted and available for officer review, which in and of itself creates suspicion of abuse. Additionally, the Area overtime for one of the two programs was being filled on a first come first serve basis, which is in contradiction with the MOU. After interviewing several officers, it was felt that special duty officers often had more opportunities and details afforded to them because they would just adjust their shift or take vacation days off where the beat office was unable to do the same. A few officers are even obtaining information from friends and others about overtime opportunities in adjoining areas and bypassing the San Jose Overtime program all together and working those details. Most of those details are never made available to other Area officers. Many officers also noted that many of the same officers are getting multiple details offered to them and these officers felt they were not offered their fair share of details.